

Tool #22
Planning Process Monitoring Sheet

Stage I – Laying the Groundwork

Activity (Building Block)	Schedule/Date Accomplished	Responsible Parties	Comments
Develop Capacity of Coordinating Agency to Conduct Planning			
Assess infrastructure needs and capacity (EI)	Months 1-3		
Gain buy-in from leadership of coordinating agency (EI)	Months 1-3		
Identify/hire dedicated coordinator/staff (EI)	Months 1-3		
Create core planning team (EI)	Months 1-3		
Assess current level of support (MS)	Months 1-3		
Secure funds and in-kind resources for planning (MS)	Months 1-3		
Build linkages to registry and other data agencies and sources (DR)	Months 1-3		
Initiate the Comprehensive Cancer Control Planning Process			
Involve other cancer-related coordinating agency staff (EI)	Months 4-6		
Develop work plan to guide the planning process (EI)	Months 4-6		
*Coordinate and monitor the CCC process (EI)	Months 4-6		
Identify available data/research (DR)	Months 4-6		
Build the Comprehensive Cancer Control Partnership			
Identify, contact, and invite potential partners (BP)	Months 4-9		
Assess partner interest and capacity (BP)	Months 7-9		
Prepare for first partnership meeting (BP)	Months 7-9		
*Build support among the public and private sectors (MS)	Months 7-9		
*Publicize efforts of the partnership (MS)	Months 10-12		
Agree on goals, vision and decision-making process with	Months 10-12		

Activity (Building Block)	Schedule/Date Accomplished	Responsible Parties	Comments
partners (BP)			
Establish partnership leadership (BP)	Months 10-12		
Create work groups (BP)	Months 10-12		
*Assess partner satisfaction (BP)	Months 10-12		
*Develop ways for new members to join and non-members to provide input (BP)	Months 13-15		
Develop and Implement a Strategy for Evaluation			
Identify resources and staff for evaluation (CE)	Months 4-6		
Define planning evaluation questions (CE)	Months 4-6		
*Document the planning process (CE)	Months 4-6		

Stage II – Develop the Comprehensive Cancer Control Plan Components
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Activity (Building Block)	Schedule/Date Accomplished	Responsible Parties	Comments
Determine Goals and Objectives			
Organize partnership around areas of interest (AA)	Months 10-12		
Review data and research as the basis for plan objectives and strategies (DR)	Months 10-12		
Assess data gaps (DR)	Months 10-12		
*Identify emerging challenges, solutions, and outcomes of the planning process (CE)	Months 10-12		
Determine critical areas of burden and high-risk populations (AA)	Months 13-15		
Assess gaps in strategies already in place (AA)	Months 13-15		
Create Strategies to Meet the Prioritized Objectives			
*Collect new data if feasible, and/or incorporate these activities into Plan (DR)	Months 13-15		

Provide TA/training on evaluation to partners (CE)	Months 13-15		
Create measurable goals and objectives for plan (AA)	Months 16-18		
Identify or collect baseline data against which to measure outcomes (DR)	Months 16-18		
Identify possible intervention strategies (AA)	Months 19-21		
Prioritize goals, objectives and strategies (AA)	Months 19-21		
Ensure That Strategies Are Feasible			
Develop approaches for funding plan strategies (MS)	Months 19-21		
Reassess partnership representation and coverage for implementation (MS)	Months 19-21		
Create evaluation plan for implementation (CE)	Months 19-21		
Identify implementing organizations for plan strategies (AA)	Months 22-24		

Stage III – Complete the Comprehensive Cancer Control Plan

Activity (Building Block)	Schedule/Date Accomplished	Responsible Parties	Comments
Writing the Plan	Months 18-20		
Reviewing the Plan	Months 21-22		
Producing and disseminating the Plan	Months 22-24		